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# Example of Salesforce Administrator Job Description

Our company is growing rapidly and is hiring for a salesforce administrator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for salesforce administrator

* Lead Salesforce.com projects for the Sales and Commercial organizations
* Occasionally may be required to work overnight shifts to support system releases
* Infrequent travel may be required for training or other business purposes
* Occasional deadline driven, extended working hours may be necessary
* Provide technical support assistance to diagnose and resolve application issues
* Supply Service Desk Technicians documentation and procedures for resolving common or recurring problems
* Coordinate the rollout of enhancements to the production environment, which includes coordination of all IT areas involved in the rollout
* Oversee the feature request and support backlog
* Review and understand general organization drivers and context for development projects and assist in defining required features and mapping Salesforce features to business processes
* Evangelize and drive user adoption across the organization to ensure successful systems

## Qualifications for salesforce administrator

* Technical understanding of basic systems architecture and networking
* Ability to prioritize a large and diverse set of tasks and responsibilities in handling the requirements from a user base from multiple departments
* Experience using Force.com web services APIs
* Demonstrable experience designing standalone Force.com applications
* Java, .NET, C#, or other object oriented programming background
* Familiarity with software development lifecycle methodologies